

Landscape Project Coordinator Blue Grass Ltd.

Location: Blue Grass LTD, Balzac, AB

Blue Grass Ltd. is a leading employer in the horticulture and landscaping industry. We take pride in delivering high-quality projects while fostering a collaborative, supportive, and growth-oriented work environment. Our team is made up of passionate professionals who are committed to excellence, innovation, and continuous learning.

Blue Grass Ltd. is seeking a driven and detail-oriented **Project Coordinator** to join our growing team. This role is ideal for someone eager to build a long-term career in the **landscape construction industry** by learning directly from experienced estimators, project coordinators, trade partners, and field operations staff. You will gain hands-on exposure to every stage of the construction process—from managing documentation and project systems to coordinating safety protocols and facilitating communication between subtrades, clients, architects, and consultants. This is more than a coordinator role; it's an opportunity to be mentored, learn the business inside and out, and develop a strong foundation for future growth into an Estimator or other project management roles.

Key Responsibilities

- Collect, organize, and maintain all project documentation, including drawings, specifications, purchase orders, and contract documents
- Prepare and track change order documentation for contracts and purchase orders
- Report on project progress and productivity to senior management during weekly Thursday meetings
- Communicate with subtrades to assist with budgeting and ensure a clear understanding of scopes of work
- Review drawings and assist with double-checking tenders
- Coordinate material requests from field staff, including next-day deliveries
- Organize and track plant, shrub, and tree orders within inventory systems
- Place and maintain active utility locates

What You Bring

You are adaptable, organized, and thrive in a goal-driven environment. You take pride in your work, value accuracy and quality, and understand the importance of collaboration and client satisfaction throughout the construction process. A positive attitude and willingness to learn are essential to success in this role.

Skills & Experience

- Certificate, diploma, or degree in Construction Management, Estimating, Construction Technology, Horticulture, or a related field is an asset
- 1–2 years of experience in landscape construction
- Proficiency in LMN, Excel, Word, SiteDocs, and other construction-related software is a strong asset
- The ability to read and interpret blueprints is an asset
- Excellent written and verbal communication skills
- Ability to manage tight deadlines and work under pressure
- Willingness and enthusiasm to work on-site and be actively involved in project execution
- Strong attention to detail and critical thinking skills
- Team-oriented with a positive attitude

Why Join Blue Grass?

- **Competitive Pay:** Starting wage based on experience
- **Convenient Location:** Just a 5-minute commute from Calgary with easy access from surrounding areas
- **Comprehensive Benefits:** Healthcare coverage, banked time, flexible working hours, and employee discounts
- **Career Growth:** Mentorship, hands-on learning, and long-term advancement opportunities

Please submit resumes to jobs@bluegrassnursery.com